

**CONNECTICUT STATE COLLEGES & UNIVERSITIES
BOARD OF REGENTS FOR HIGHER EDUCATION
JOB OPPORTUNITY
VICE PRESIDENT FOR FACILITIES, REAL ESTATE, AND INFRASTRUCTURE
PLANNING**

Open To: The Public

Location: 61 Woodland Street, Hartford, CT 06105

Hours: 8:00 a.m. – 5:00 p.m.

Salary: Commensurate With Experience

Closing Date: November 15, 2013

General Definition

The Connecticut State Colleges & Universities (ConnSCU) invites applications for the position of Vice President, Facilities, Real Estate, and Infrastructure Planning. Governed by a Board of Regents (BOR), ConnSCU encompasses four universities, twelve community colleges, one on line institution (Charter Oak State College), and a System Office serving more than 100,000 students. The Vice President, located at the System Office in Hartford, provides leadership and support for ConnSCU's facilities, real estate, and infrastructure planning programs. ConnSCU seeks an outstanding individual to fill this essential leadership role, which has a significant impact on the System's future capacity to provide high-quality, effective programs and services.

Background and Position

ConnSCU is the largest public university system in Connecticut. Its universities and colleges offer high-quality graduate and undergraduate programs and provide extensive opportunities for internships, community service and cultural engagement. The System Office coordinates and supports the seventeen ConnSCU institutions and serves as staff to the BOR. The ConnSCU Vice President leads and supports the system's programs in the following areas: (1) space and master planning, including educational planning and facility planning; (2) capital planning and capital construction; (3) real estate sales, acquisitions, and leases; (4) funding for capital programs utilizing state general obligation bonds, CSUS 2020 bonds, bonds issues by CHEFA, and other sources. Reporting to the President of the BOR, the position directs a staff of professionals, managerial, technical and support people, working closely with university and college presidents and campus facilities directors officers, among others.

Examples of Duties

Representative duties include:

- **Master planning, capital planning, securing bonds and funds from other sources.** Develop criteria for master plan RFP's with campus leadership and serve as the resource for or participate in the process; develop five-year capital plans for community colleges and university CHEFA-funded projects in cooperation with campuses and senior BOR

leadership; develop community college capital budgets in cooperation with the BOR finance department and submit them to the Office of Policy and Management on a biennial basis; provide testimony in support of bonds and attend meetings as requested by legislators.

- **Construction oversight.** Maintains active communication with the Department of Construction Services (DCS) which, in coordination with BOR staff, manages construction at ConnSCU institutions; Monitored projects internally through daily interaction and weekly meetings with BOR facilities staff; prepare written monthly update reports to identify potential problems with contractors, designers, budgets, and schedules.
- **Construction claim management.** Monitor issues with construction projects through ongoing interaction with staff, written weekly and monthly reports, and communications with DCS for the purpose of intervening to prevent issues, claims, and potential from escalating.
- **Real estate management.** Works with ConnSCU campuses on an ongoing basis to identify real estate needs for future planning purposes, as well as to secure properties that are identified for purchase in master plans; collaborate with the Department of Administrative Services in procuring and negotiating leases, easements, MOU's, licenses, deeds and related documents.
- **Environmental compliance.** Ensure that proper permits have been obtained, that projects are in conformance with the Environmental Protection Administration's compliance program, that hazardous material issues are addressed if discovered through pre-construction testing or through excavation during construction; annually administer a pollution remediation report as required by the Governmental Accounting Standards Board (GASB).
- **Preparation of audit and related reports.** Oversee and participate as needed in the preparation of GASB reports, bond tax certifications, and annual reports of community college bond expenditures; monitor staff preparation of monthly status reports on projects and expenditures.
- **Board of Regents Governance:** Prepares staff reports for the BOR Finance Committee and meetings and full BOR as real estate and facilities matters arise.
- **Energy and Environmental Sustainability.** Ensure compliance with LEED green building standards and high performance building standards; work with staff to develop programs to reduce energy consumption, reduce greenhouse gas emissions, and energy costs at all ConnSCU campuses.
- **Related Duties.** As required.

Qualification:

Knowledge, Skill and Ability:

The ideal candidate for this position will have the following professional qualifications and personal characteristics, among others: outstanding leadership ability; the experience, preparation, and training sufficient to guide ConnSCU's facilities program, to plan for and manage the implementation of future needed changes, and to assess and enhance the effectiveness of the existing facilities program; an ability to develop and articulate a shared vision for the future of facilities, real estate and infrastructure planning at ConnSCU institutions; an understanding of the academic mission and cultures of higher education and

public institutions; project management skills; strong interpersonal and communication skills; strength of character, integrity, and high ethical standards.

Minimum Education, Experience, and Training Required:*

General Experience:

An advanced university education in public administration, construction management, business, finance or a related field, plus; a minimum of ten years' experience that demonstrates a thorough understanding of (1) public administration, (2) construction management, documentation, and processes, (3) real estate, (4) planning within a large complex organization, and (5) administrative processes and procedures, including those pertaining to governing boards.

*Education, experience, and training comparable to the requirements set forth herein may be substituted in lieu thereof.

Application Instructions:

Interested candidates should submit a letter of application and resume with details of experience and training, along with names and contact information for three (3) professional references to:

Connecticut State Colleges & Universities
Board of Regents for Higher Education
Steven Weinberger, Vice President for Human Resources
61 Woodland Street
Hartford, CT 06105
Telephone: (860) 723-0252
Fax: (860) 723-0885
Email: weinbergers@ct.edu

Applications must be postmarked no later than the closing date listed above. **All required documents must be submitted to be considered for interview.**

The Board of Regents for Higher Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Board does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Board does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Board's nondiscrimination policies should be directed to Leah Glende, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, State of Connecticut, Board of Regents for Higher Education, 61 Woodland Street, Hartford, CT 06105, (860) 723-0794. lglende@commnet.edu.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER